

Sec. 2-126. Performance bonds.

The city council shall have authority to require a performance bond before entering a contract in such amount as it shall find reasonably necessary to protect the best interest of the city. If the city council requires a performance bond, the form and amount of the bond shall be described in the notice inviting bids. (Code 1961, § 2.58)

Secs. 2-127—2-132. Reserved.

DIVISION 3. OPEN MARKET PROCEDURES

Sec. 2-133. Authorized.

Purchases of supplies, equipment and professional services of an estimated value in the amount of five thousand dollars (\$5,000.00) or less may be made by the purchasing officer in the open market without observing the procedure prescribed by division 2 of this article. (Code 1961, § 2.59; Ord. No. 728, § 1, 1-8-85)

Sec. 2-134. Minimum number of bidders; to whom let.

Open market purchases shall, whenever possible, be based on at least three (3) bids and/or proposal and shall be awarded to the lowest responsible bidder and/or proposal in the best interest of the city. (Code 1961, § 2.59; Ord. No. 728, § 1, 1-8-85)

Sec. 2-135. Solicitation of bids.

The purchasing officer shall solicit bids by written requests to prospective vendors or by telephone and prospective vendors may place their name on the city's list of vendors to be considered for appropriate bids and proposals. (Code 1961, § 2.59; Ord. No. 728, § 1, 1-8-85)

Sec. 2-136. Submission and record of bids.

Sealed written bids and/or proposals shall be submitted to the purchasing officer who shall keep a record of all open market orders, bids and proposals. Records while so kept shall be open to public inspection. (Code 1961, § 2.59; Ord. No. 728, § 1, 1-8-85)

Secs. 2-137—2-147. Reserved.

ARTICLE VI. ENVIRONMENTAL OFFICER

Sec. 2-148. Position created; appointment, tenure.

There is hereby created the position of environmental officer, to be appointed by and serve at the pleasure of the city council. (Code 1961, § 2.86)

Sec. 2-149. Duties.

The environmental officer shall be responsible for advising the city council and the several boards and commissions of the city on various matters that may affect its esthetic qualities and environmental values. As a part of his duties, he shall be charged with the responsibility of making recommendations on specific developments which may occur within or outside the corporate limits of the city and which may have an adverse impact upon the community, including but not limited to developments having a potential of creating noise, air, water and land use pollution. (Code 1961, § 2.87)

Sec. 2-150. Reserved.

ARTICLE VII. FINANCE COMMISSION

Sec. 2-151. Commission created; composition.

There is hereby created a finance commission consisting of nine (9) members who shall be appointed by the city council. The city manager and city finance director during their respective official tenures shall be advisory members of the commission without vote. (Ord. No. 610, § 1, 9-26-77)

Sec. 2-152. Procedure for appointment to the commission.

Appointment of initial commission members shall be made by the city council from recommendations submitted by the finance committee. Subsequent appointments shall be made by the city council from recommendations submitted by the finance commission. (Ord. No. 610, § 1, 9-26-77)

Sec. 2-153. Terms of finance commissioners; vacancies.

Members of the commission shall serve for a term of three (3) years without compensation. The terms of the present members of the commission (as of September 30, 1985) are extended to the last day of the month of February following the last day of the month of September upon which the terms to which they are appointed expire. The present members of the commission shall continue in office for the terms to which they were appointed and as extended. Thereafter, the city council shall appoint commissioners to fill the offices as the terms of the members expire. Appointments shall be for a term of three (3) years commencing on the first day of March and ending on the last day of February.

Vacancies on the commission occurring otherwise than by expiration of a term of office shall be filled by the city council for the unexpired term of the commissioner ceasing to be a member of the commission.

(Ord. No. 610, § 1, 9-26-77; Ord. No. 740, § 3, 11-12-85)

Sec. 2-154. Officers of the commission.

The members of the commission shall meet in regular session and elect from their members a chairman and vice-chairman. The duties of such officers shall respectively be such as are usually performed by such officers. Officers shall hold office for one (1) year or until their successors are elected.

(Ord. No. 610, § 1, 9-26-77; Ord. No. 918, § 1, 9-9-97)

Sec. 2-155. Commission rules of procedure; meetings.

The commission shall adopt rules and regulations to govern its procedure. The regular meetings of the commission should be held twice a month at a date and time set by the commission in the city hall at 1070 Sixth Avenue, Belmont, California, or another designated location within the city. Notice of commission meetings shall be given as required by the California Government Code.

(Ord. No. 610, § 1, 9-26-77; Ord. No. 918, § 2, 9-9-97)

Sec. 2-156. Quorum for commission; effect of absences.

A majority of the regular voting members of the commission shall constitute a quorum. Absence from three (3) consecutive regular meetings, without the approval of the commission shall be deemed to constitute retirement of such member and the office may be declared vacant by the commission. (Ord. No. 610, § 1, 9-26-77; Ord. No. 918, § 3, 9-9-97)

Sec. 2-157. Commission minutes.

Minutes of the commission's meetings shall be kept and shall be filed with the city clerk. Copies shall be made available to the city manager and members of the city council.

(Ord. No. 610, § 1, 9-26-77)

Sec. 2-158. Commission duties.

The duties of the commission shall be:

- (1) Participate in the budget review process.
- (2) As requested by the city council, based on financial considerations, evaluate proposals, programs and contracts for both the long and short term financial consequences, assess alternatives and make appropriate recommendations.
- (3) Serve as the audit committee for the city council.
- (4) Conduct an annual review of the city's investment policy.
- (5) Perform such other duties as may be assigned to the commission by the city council.

(Ord. No. 610, § 1, 9-26-77; Ord. No. 918, § 4, 9-9-97)

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